

Facilities Maintenance Technician Job Description

The Facilities Maintenance Technician is responsible for performing routine building maintenance tasks at the following locations:

Town Hall, Gale Library, Police Station and Fire Station

Performance of building maintenance tasks in one or more fields (carpentry, heating, ventilation, and air conditioning (HVAC), plumbing, etc.). Compiles quotes and RFP's following the Town's Purchase Policy. Performs general cleaning and other tasks as assigned. This position reports directly to the Town Administrator.

During spring, summer, and fall, keep the Town Beach and Greenie Park maintained. (Does not include landscaping)

Key Job Responsibilities:

- **Paint, remodel, refurbish areas as needed**
- **Repair, maintain/monitor all equipment and amenities**
- **Clean windows and glass doors**
- **Change filters for HVAC as required**
- **Prepare meeting rooms; remove or rearrange furniture for events, elections, as needed**
- **Remove and properly dispose of all recyclable materials**
- **Change light bulbs, interior and exterior, as needed**
- **On call maintenance for all facilities, 24/7**
- **Maintain exterior property, including snow removal**
- **Assist with all equipment installs and removals**
- **Daily trash removal, restocking/cleaning restrooms, sweeping/mopping/vacuuming, cleaning/disinfecting tables and counters, cleaning exterior entryway/cigarette receptacles, graffiti removal, cleaning/polishing/floor maintenance for elevators, cleaning/disinfecting community surfaces (handrails, water fountains, vending machines, etc.) of all town buildings and properties. Excluding Fire Station**
- **Performs other work-related duties as assigned**

Job Requirements:

- **Must be able to work flexible hours**
- **Must have own vehicle**
- **Must have a valid driver's license**
- **Must be able to pass a background check**
- **Must be able to lift 40 pounds**
- **Be able to stand for extended periods of time**
- **Be able to climb a ladder**